



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
PRS: 33	
EFFECTIVE DATE: 05/12/2012	ORIGINAL ISSUED ON: 07/11/2006
REVISION NO: 4	

SUBJECT: STATE POLICE WORK PERFORMANCE EVALUATIONS

1.0 PURPOSE

The purpose of this policy is to provide guidelines for the observation, assessment and recording of work performance for State Police commissioned personnel.

2.0 POLICY

It is the policy of the Department of Public Safety to provide State Police officers with a fair and systematic process for evaluating employee performance. The process will also facilitate recording the assessment, identifying performance deficiencies, determining training needs to improve performance and identifying strengths to reward superior performance.

3.0 APPLICABILITY

This policy applies to all State Police commissioned personnel.

4.0 REFERENCES

CALEA – Chapter 35 Performance Evaluations

5.0 DEFINITIONS

NONE

6.0 PROCEDURE

A. Evaluations will be completed on all commissioned personnel through the rank of Captain as follows:

1. Evaluations will be completed annually for all commissioned personnel on the anniversary date of employment, promotion or demotion.
2. Special Evaluations will be completed under the following circumstances:
 - a. Exit Evaluations – completed when an employee transfers to another district/bureau prior to the employees transfer date. This evaluation will be forwarded to the employee's new supervisor to be used for the annual evaluation.
 - b. Closing Evaluations – completed when an employee is promoted or demoted to another rank prior to the promotion date. This will close out the employee's current rating period and a new rating period will begin in the new rank.
 - c. If a supervisor has observed an employee for less than three (3) months at the time of said transfer, the supervisor will only complete a performance review form, unless the employee is due for an annual evaluation. This must be done prior to the transfer.

Clarification
Added

STATE POLICE WORK PERFORMANCE EVALUATIONS

3. Performance Reviews will be completed quarterly, every three (3) months, for all newly hired probationary commissioned personnel. The fourth performance review will be designated as the annual evaluation. Each quarterly performance review will be attached to the annual evaluation.
 4. Any supervisor may complete an evaluation on a more frequent basis, if needed.
 5. Evaluations shall cover specific periods of time, e.g., quarterly, annually, when transferred or promoted, as needed.
 6. Criteria used for performance evaluations will be specific to the assignment of the employee during the rating period.
 7. Employees whose work performance is deemed "Unacceptable" or "Unbecoming/ Insubordinate" must be notified of deficiencies prior to the completion of the annual evaluation. Supervisors shall meet with employees and agree on plans to alleviate any areas listed as "Unacceptable" or "Unbecoming/ Insubordinate."
- B.** The performance evaluation shall be completed and reviewed with the employee no later than five (5) days after the anniversary date of employment, transfer, promotion or demotion.
- C.** Evaluating supervisors shall provide documentation to support ratings of "Exceeds Standards," "Average, Improvement Needed," "Unacceptable" or "Unbecoming/ Insubordinate". Supporting documentation will be attached to the evaluation/ performance review form and may include report numbers, complimentary letters, intra-departmental correspondence, verbal compliments documented in a planner, dispatch desk log/ CAD log, documented verbal counseling, cautionary letters etc.
- D.** Evaluating Supervisors shall not take into account any performance except that which was demonstrated during the rating period.
1. If an employee is the subject of an administrative investigation and a disposition could not be obtained during the same rating period in which the investigation was initiated, the annual evaluation will be held in abeyance until the disposition is obtained and all affected categories can be rated appropriately.
 2. The affected employee, Office of the Chief, Standards Bureau and the Human Resources Bureau will be notified in writing that the evaluation is being held in abeyance no less than twenty (20) days prior to the affected employee's anniversary date.
 3. Any employee whose annual evaluation is held in abeyance will receive retroactive reimbursement of their appropriate step increase if their overall evaluation rating is 80% or above.
- E.** Once the evaluation has been completed, the evaluating supervisor reviews the evaluation with the second level supervisor before meeting with the employee. The supervisors will ensure that the evaluation is complete, accurate, objective and a true measure of the employee's work performance. Both supervisors will sign (*may be electronically*) the evaluation once it is reviewed.

Clarification
Added

- F.** The immediate supervisor shall conduct an evaluation review with the employee to:
1. Explain the evaluation process.
 2. Identify areas where the employee met or exceeded performance standards during the rating period and provide guidance for future improvement.
 3. Identify areas where the employee was rated "Average, Improvement Needed," "Unacceptable" or "Unbecoming/ Insubordinate" and discuss plans to correct deficiencies. A Corrective Action Plan shall be implemented into this process for ratings of "Unacceptable" or "Unbecoming/Insubordinate."
 4. Establish goals for personal and professional growth
 5. Have the subordinate sign the evaluation. The employee must sign the evaluation indicating that the evaluation has been reviewed. The employee's signature does not imply agreement or concurrence with the evaluation.
 6. Provide an opportunity for the employee to make written comments to supplement the completed performance evaluation.
- G.** A copy of the completed performance evaluation shall be given to the employee.
- H.** The second level supervisor shall review, comment if necessary, sign and submit the evaluation to the third level supervisor.
- I.** The third level supervisor shall review the evaluation, ensure it is complete and objective, comment if necessary and sign it. It is the responsibility of the third level supervisor to ensure the work performance evaluation is placed in the employee's personnel bureau file after signing it and submitting it through the chain of command.
- J.** Appeals to the evaluation will be handled as follows:
1. The employee can challenge the ratings on the annual performance evaluation during the initial meeting with the supervisor.
 2. If the employee wishes to challenge the annual performance evaluation and no agreement can be reached between the supervisor and the employee, the employee may appeal in writing within three (3) calendar days of the evaluation review to the second level supervisor.
 3. The second supervisor must meet with the employee and the first level supervisor within three (3) calendar days of the date of appeal. The employee may present additional information or documents to be taken into consideration at that time.
 4. The second level supervisor will determine the final rating with concurrence of the third level supervisor.
 5. The decision is final.
- L.** The Chief shall utilize the work performance evaluations for employee promotions in accordance with *PRS: 03 Promotional Standards*.

STATE POLICE WORK PERFORMANCE EVALUATIONS

- M.** The work performance evaluations shall be utilized to award annual step increases. Those employees whose overall evaluation rating is 80% or better will receive the funded step increase on their anniversary date for the specific fiscal year. Any employee whose overall evaluation rating is below 80% will be denied the step increase for that fiscal year.

7.0 ATTACHMENTS:

- A. Work Performance Evaluation Manual**
- B. Patrol Officer Evaluation**
- C. Agent-Investigations Bureau Evaluation**
- D. Sergeant Evaluation**
- E. Lieutenant-Captain Evaluation**
- F. Aircraft Section Evaluation**
- G. Governor's Security Evaluation**
- H. Internal Affairs Evaluation**
- I. Research & Development Evaluation**
- J. Full Time Tactical Team Evaluation**
- K. Training & Recruiting Evaluation**

8.0 APPROVAL

APPROVED BY: s/Gorden Eden Jr. **DATE:** May 12, 2012
DPS Cabinet Secretary